



Title of Consulting Service: Preparation of National GHG Inventory Report for Initial BTR of Sierra Leone

Background

As a Non-Annex I party to the United Nations Framework Convention on Climate Change (UNFCCC), the Government of Sierra Leone through the Environment Protection Agency with the support of the United Nations Environment Programme (UNEP) acting as the Implementing Agency (IA) of the Global Environment Facility (GEF) enabling activity is preparing the first Biennial Transparency Report as a part of the activities which enables the Government of Sierra Leone to meet its reporting commitments under the United Nations Framework Convention on Climate Change (UNFCCC).

Sierra Leone has prepared three National Communications and one Biennial Update Report to the UNFCCC funded by the Global Environmental Facility (GEF) with UNEP support and has submitted them to the CoP of the UNFCCC as required by Article 12 of the Convention. The BTR projects will provide new national reports that include a national inventory of GHG emissions by sources and removals by sinks as well as reporting on climate change mitigation programs and strategies and their effects and progress towards Sierra Leone National Determined Contribution (NDC) under the Paris agreement.

One of the components of the BTR is a national inventory report. A detailed description of the national greenhouse gas inventory process, as well as the associated institutional arrangements for doing the work, must also be provided in each report. To meet these requirements, the project seeks a consultant firm/institution for the preparation of a national greenhouse gas inventory report for the Biennial Transparency Report of Sierra Leone. It should include key elements that will be taken into consideration while developing the BTR.

1. OBJECTIVE OF THE ASSIGNMENT

Under the Paris Agreement, countries are required to submit a Biennial Transparency Report (BTR), including the NGHGI and its CRTs (Common Reporting Tables). The primary objective of the project is 1) to enable Sierra Leone to prepare and submit its BTR to submit its BTR1 to the CMA of the Paris Agreement. The objective of this task is to prepare a detailed and representative description of the national GHG inventory in



the form of a National Inventory Report (NIR). and the Common Reporting Tables (CRT) as per the Paris Agreement relevant decisions. The presentation of the NIR under the BTR will be consistent with the Paris Agreement, particularly Article 13, and all relevant CMA decisions on modalities, procedures, and guidelines (MPGs). Reporting must follow the Modalities, Procedures and Guidelines (MPGs) (decision 18/CMA.1), and so be based on the 2006 IPCC Guidelines. Decision 5/CMA.3 mandates countries to use CRTs to present the results of their GHG estimates.

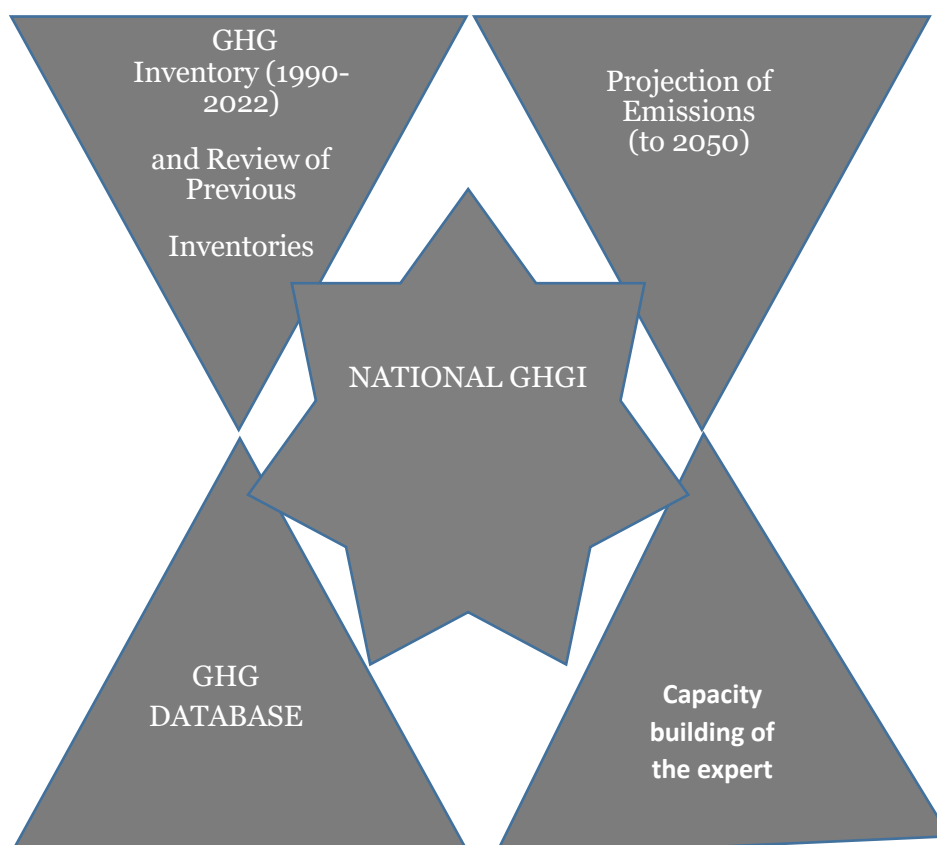
This assignment also aims to assess the previous GHG inventories and perform recalculations if needed. These tasks further have objectives to develop the technical capacity of experts working on GHG inventory data collection, analysis, and reporting. The GHG inventory should include the following major sectors identified by the 2006 IPCC GHG inventory guidelines:

- i) Energy
- ii) Agriculture, Forestry, and Other Land Use (AFOLU)
- iii) Industrial Processes and Product Use (IPPU) and
- iv) Waste

This assignment aims to calculate and estimate the emissions by sources and removals by sinks of GHG for the period of 1996 to 2022.

2. COMPONENTS OF THE ASSIGNMENT

The assignment contains the following components including GHG inventory.





3. SCOPE OF WORK

The responsibilities of the consultant/s or consulting firms are but not limited to the following and shall include inputs received from stakeholders and consultations.

- a. Collect baseline information and other necessary data required for updating GHG inventory – including data collection for the estimation of CO₂, N₂O, CH₄, NO_x, CO, NMVC, SO₂ as well as for HFCs, PFCs, and SF₆ for the GHG inventory;
- b. Identify areas where recalculations are necessary, plan strategy to ensure consistency, and recalculate the GHG inventory for 1990-2022;
- c. Using the IPCC 2006 guidelines and its 2019 refinement, to calculate and estimate the emissions by sources and removals by sinks of GHG for the period 1990 – 2022 of IPCC defined four sectors, namely Energy, AFOLU, IPPU, and Waste;
- d. Project GHG emission trends up to 2050;
- e. Document information on methodologies used in the inventory and provide brief explanations on the sources of emission factors and activity data;
- f. Describe the procedures and arrangements made for ensuring data collection, archiving and the continuity of the GHG inventory process, with an indication of roles and responsibilities of the involved institutions;
- g. Conduct an analysis of cross-cutting issues (uncertainty assessment, key category analysis, time series consistency, quality assurance and quality control (QA/QC)) and provide information on the level of uncertainty associated with the inventory data and their underlying assumptions; and a description of the methodologies used for estimating these uncertainties;
- h. Establish and maintain a database for CO₂, N₂O, CH₄ and other GHGs as appropriate;
- i. Identify and develop methods for overcoming inventory data gaps if there are no available data;
- j. Identify barriers to obtaining existing data for key sources and propose solutions;
- k. Develop a proposal of a future improvement plan for the GHG inventory process
- l. Prepare updated summary information tables of previous inventories.
- m. Prepare the Draft Report on the updated National GHG Inventory for the period 1990 to 2022 by following the 2006 IPCC GHG Inventory Guideline. The draft report must be consistent, comparable, transparent, accurate, and also coherent with other sections of the national GHG Inventory report.
- n. Share and present the draft report on the National GHG Inventory in the consultation workshop representing both national and provincial.



- o. Prepare the final National GHG Inventory Report for the period of 1990 - 2022 by incorporating the suggestions and responding to the feedback provided by the stakeholders and experts.
- p. Prepare the chapter on GHG Inventory for Sierra Leones Initial BTR report (concise final GHG Inventory report into the chapter that can be included in **BTR** report) along with extended executive summary.
- q. Document and archive activity data, emission factors, conversion factors, and all the steps used in the GHG inventory processes.

4. DURATION AND TERMS OF PAYMENT OF THE ASSIGNMENT

The total duration of the assignment will be 12 weeks from the date of the contract and/or as mentioned in the agreement. The Project will organize a consultation program to seek input on the draft report. During that period the consultant should share the findings of the report to the participants of the consultation program and the provided suggestion should be incorporated in the final report. The deliverables, timeline, and payment schedule are presented in the following table.

Deliverables	Timeline	Payment
Submit a copy of the Inception Report with the proposed work plan, timeline, training plan and outline for the National GHG Inventory	Within 2 weeks of signing the contract	20% of the contract amount
Submit a copy of the progress report to update the status of the assignment	Within 7 weeks of signing the contract	20% of the contract amount after verification of 40% of work completed from the submitted progress report
Submit a copy of the draft report on the National GHG Inventory for feedback and suggestions	Within 10 weeks submit a progress report	30% of the contract amount after approval of the draft report
Submit final copies of the report on the National GHG Inventory and each	Within 2 weeks of submitting a draft	30% of the contract amount after approval of the final report and
document as a chapter of GHG Inventory for initial BTR and each extended summary	report	submission of all deliverables

The payment will be made as above. The tax will be deducted at source based on existing laws of Sierra Leone.



5. DELIVERABLE:

The consultant/s or consulting firms are expected to deliver high-quality reports, documents, presentations, and well-managed and arranged working documents (i.e. excel sheet, etc) to the BTR project. The consultant/s or consulting firms must deliver the following requirements at different time durations. The lists of deliverables are.

- a. Two written documents and e-copy of the Inception report, Progress report, Draft report of National GHG Inventory, and Final report of GHGI.
- b. One written document and e-copy of a chapter of GHGI for the BTR1 report.
- c. Two hard copies and an e-copy of the extended summary.
- d. Sources of data (activity data, emission factors);
- e. Calculation sheets in Excel including all parameters used for calculations.
- f. Figures and tables to show emission share by sectors in an Excel sheet.
- g. Table of annual emission and removal estimates by source as well as all other data, material, and presentation used in the process of report preparation.
- h. Consultation workshops.
- i. National sharing workshop.
- j. Workshops to train Thematic Experts' Group (TEG) and other experts.
- k. Database of Sources and sinks of GHG as per the sector defined by IPCC.

The Consultant will report to:

The consultant will report to the Executive Chairman through the Directorate of Climate change Environment Protection Agency.

The Consultant will work closely with:

The Directorates of Climate Change and Finance, Technical Experts Working Group (TEGs), National Project Coordinator, and other relevant consortium members of BTR.

6. LANGUAGE OF THE REPORT

The final report and other reports should be prepared and submitted in English. .



7. TEAM COMPOSITION QUALIFICATION, AND EXPERIENCE

The consultant/s, consulting firm, or other institutions should provide lists of qualified human resources with proven track records in GHG inventory. The study team should comprise of six thematic experts as follows:

1. Energy and transport
2. Agriculture
3. Land use , land use change and Forestry (LULUCF)
4. Industries Process and Product Use (IPPU)
5. Waste

Each expertise required to carry out the work is included in the scope of this study. Details on the TORs of these experts are presented below.

S.N.	Thematic Experts	TORs
1	Team Leader	<p>Lead strategic planning for the GHG inventory update, ensuring alignment with international guidelines and client requirements.</p> <p>Coordinate tasks among thematic experts (Energy and transport, Agriculture, Land use, land use change and Forestry (LULUCF) Industrial Process and Product Use and Waste) to collect baseline data, recalculate inventories, and project emission trends.</p> <p>Guide on using IPCC 2006 guidelines and its 2019 refinement for emission calculations across sectors.</p> <p>Ensure consistency, comparability, transparency, and accuracy in GHG inventories for each sector, adhering to international standards.</p> <p>Facilitate stakeholder consultations, workshops, and focus group meetings to gather input, share draft reports, and address feedback.</p> <p>Oversee the documentation and archiving of activity data, emission factors, and inventory processes for each sector.</p> <p>Collaborate with thematic experts to develop a proposal for a future improvement plan for the GHG inventory process.</p> <p>Guide the preparation of the Draft Report on the updated National GHG Inventory (1990-2022) for each sector, ensuring coherence and consistency.</p> <p>Prepare the GHG Inventory chapter for Sierra Leone's B T R 1 report, incorporating an extended executive summary for each sector.</p> <p>Oversee the establishment and maintenance of a database for CO₂, N₂O, CH₄, and other GHGs across all sectors.</p>



		Prepare the final National GHG Inventory Report (1990-2022) by incorporating stakeholder feedback and ensuring alignment with sector-specific requirements.
2	Energy	<p>Collect baseline information and necessary data required for updating the GHG inventory, specifically focusing on CO₂, N₂O, CH₄, NO_x, and other GHGs emissions for the Energy sector.</p> <p>Identify areas where recalculations are necessary within the Energy sector, plan a strategy for consistency, and recalculate the GHG inventory for 1990-2022 for the Energy sector.</p> <p>Utilize the IPCC 2006 guidelines and its 2019 refinement to calculate and estimate emissions</p>
		<p>by sources and removals by sinks of GHGs for the Energy sector for the period 1990 – 2022. Project GHG emission trends up to 2050 for the Energy sector.</p> <p>Document information on methodologies used in the Energy sector inventory, providing brief explanations on the sources of emission factors and activity data.</p> <p>Describe procedures and arrangements made for ensuring data collection, archiving, and the continuity of the GHG inventory process within the Energy sector, indicating the roles and responsibilities of involved institutions.</p> <p>Conduct an analysis of cross-cutting issues (uncertainty assessment, key category analysis, time series consistency, quality assurance, and quality control (QA/QC)) for the Energy sector, providing information on the level of uncertainty associated with the inventory data and their underlying assumptions.</p> <p>Establish and maintain a database for CO₂, N₂O, CH₄, and other GHGs in the Energy sector. Identify and develop methods for overcoming inventory data gaps in the Energy sector.</p> <p>Identify barriers to obtaining existing data for key sources in the Energy sector and propose solutions.</p> <p>Develop a proposal for a future improvement plan for the GHG inventory process in the Energy sector.</p> <p>Prepare updated summary information tables of previous inventories for the Energy sector.</p> <p>Prepare the Draft Report on the updated National GHG Inventory for the period 1990 to 2022 for the Energy sector, following the 2006 IPCC GHG Inventory Guideline, ensuring consistency, comparability, transparency, accuracy, and coherence with other sections</p>



of the national GHG Inventory report.

Share and present the draft report on the National GHG Inventory in the consultation workshop representing both national and provincial levels for the Energy sector.

Participate in a series of focus group meetings on the Draft Report for comments and suggestions in the Energy sector were applicable

Prepare the final National GHG Inventory Report for the period of 1990 - 2022 for the Energy sector, incorporating suggestions and responding to feedback provided by stakeholders and experts.

Prepare the chapter on GHG Inventory for Sierra Leone 's GHG Inventory report into the chapter that can be included in BTR report) along with an extended executive summary for the Energy sector.

Document and archive activity data, emission factors, conversion factors, and all the steps used in the GHG inventory processes for the Energy sector.

Energy Sector:

The specific tasks to be carried are:

- Conduct detail review of the existing Energy sector MRV systems (institutional arrangements, existing coordination & reporting mechanisms, GHGI compilation process including review of previous reports, templates & forms used for AD collection, review sources of data & alternative data sources, data gaps, propose mechanisms to overcome the gaps). 7days
- Identify data and information needed to estimate GHG emission for timeseries 1990-2022 for Tier 1 and aiming at switching to Tier 2 level data accuracy). 5days
- Improve or develop new data collection forms and elaboration process based on the IPCC 2006 guidelines for the Energy sector and develop activity data collection methods. 4days
- Generate new activity data and update existing GHGI documentation as per IPCC 2006 guidelines and compile a complete GHGI compilation for Energy sector. 4days
- Calculate GHG emissions following IPCC 2006 guidelines for the time series (prepare reports as per UNFCCC reporting tables, conduct trend analysis, interpret results). 3days
- Compile draft Energy sector NIR chapter for GHG emission inventory section for the time series 1990-2019 (contributes to the preparation for the upcoming Sierra Leone's BTR1 & FNC chapters). 5days
- Apply a QA/QC plan and using IPCC 2006 software perform the key category analysis and perform uncertainty assessment. 2days
- Provide hands-on training on the IPCC 2006 software and guideline (for key Energy sector GHG MRV experts).
- Conduct virtual validation workshop. 1day

The Expert should provide the following deliverables:



		<ul style="list-style-type: none"> • Detail review report for Energy sector GHG MRV in place (including gaps & constraints constraining, QC/QA plan, improvement plan). • Data collection templates and elaboration systems improved/developed for Energy sector GHGI based on IPCC 2006 guidelines. • A complete Energy sector GHGI and GHG Emission estimation report in place (based on UNFCCC CRT and IPCC 2006 guidelines). • Draft Energy sector NIR chapter in place (inputs for BTR1 & FNC with constraint and gaps and MRV system improvement plan). • Hands-on training on the implementation of IPCC guideline and software delivered for Energy sector Stakeholders, focusing on ensuring sustainability of data collection and GHGI • A comprehensive end of mission report (including documentation of all necessary materials such activity sheets, emission factors, calculation methods, data source and selection process, assumptions, key challenges with recommendations etc)
3	Agriculture	<p>Conduct the same tasks listed above, tailoring them to the agriculture sectors.</p> <p>The specific tasks to be carried are:</p> <ul style="list-style-type: none"> • Conduct detail review of the existing Agriculture sector MRV systems (institutional arrangements, existing coordination & reporting mechanisms, GHGI compilation process including review of previous reports, templates & forms used for AD collection, review sources of data & alternative data sources, data gaps, propose mechanisms to overcome the gaps). <i>7days</i> • Identify data and information needed to estimate GHG emission for timeseries 1990-2022 for Tier 1 and aiming at switching to Tier 2 level data accuracy). <i>5days</i> • Improve or develop new data collection forms and elaboration process based on the IPCC 2006 guidelines for the agriculture sector and develop activity data collection methods. <i>4days</i> • Generate new activity data and update existing GHGI documentation as per IPCC 2006 guidelines and compile a complete GHGI compilation for Agriculture sector. <i>4days</i> • Calculate GHG emissions following IPCC 2006 guidelines for the time series (prepare reports as per UNFCCC reporting tables, conduct trend analysis, interpret results). <i>3days</i> • Compile draft Agriculture sector NIR chapter for GHG emission inventory section for the



time series 1990-2019 (contributes to the preparation for the upcoming Sierra Leone's BTR1 & FNC chapters). *5days*

- Apply a QA/QC plan and using IPCC 2006 software perform the key category analysis and perform uncertainty assessment. *2days*
- Provide hands-on training on the IPCC 2006 software and guideline (for key Agriculture sector GHG MRV experts).
- Conduct virtual validation workshop. *1day*

The Expert should provide the following deliverables:

- Detail review report for Agriculture sector GHG MRV in place (including gaps & constraints constraining, QC/QA plan, improvement plan).
- Data collection templates and elaboration systems improved/developed for Agriculture sector GHGI based on IPCC 2006 guidelines.
- A complete Agriculture sector GHGI and GHG Emission estimation report in place (based on UNFCCC CRT and IPCC 2006 guidelines).
- Draft Agriculture sector NIR chapter in place (inputs for BTR1 & FNC with constraint and gaps and MRV system improvement plan).
- Hands-on training on the implementation of IPCC guideline and software delivered for Agriculture sector Stakeholders, focusing on ensuring sustainability of data collection and GHGI
- A comprehensive end of report (including documentation of all necessary materials such activity sheets, emission factors, calculation methods, data source and selection process, assumptions, key challenges with recommendations etc)



5	LULUCF	<p>Conduct the same tasks listed above, tailoring them to the Forestry and Other Land Use Sectors.</p> <p>LULUCF</p> <p>The specific tasks to be carried are:</p> <ul style="list-style-type: none"> • Conduct detail review of the existing LULUCF sector MRV systems (institutional arrangements, existing coordination & reporting mechanisms, GHGI compilation process including review of previous reports, templates & forms used for AD collection, review sources of data & alternative data sources, data gaps, propose mechanisms to overcome the gaps). <i>7days</i> • Identify data and information needed to estimate GHG emission for timeseries 1990-2022 for Tier 1 and aiming at switching to Tier 2 level data accuracy). <i>5days</i> • Support Sierra Leone in generating time series of activity data using Remote sensing tools\GIS and activity data collection in the LULUCF sector working with national GID \Remote sensing experts, aiming to ensure consistent and complete GHG emission/removals time series, with a focus on practical examples related to: <ul style="list-style-type: none"> - Establishment of a Land representation framework 2 days -Understanding the creation of land use transition matrices based on land cover maps and, 2 days -Understanding how to generate a consistent time series of activity data on land area and land area change using agreed IPCC gap filling techniques. 2 days • Improve or develop new data collection forms and elaboration process based on the IPCC 2006 guidelines for the LULUCF sector and develop activity data collection methods. <i>4days</i> • Generate new activity data and update existing GHGI documentation as per IPCC 2006 guidelines and compile a complete GHGI compilation for LULUCF sector. <i>4days</i> • Calculate GHG emissions following IPCC 2006 guidelines for the time series (prepare reports as per UNFCCC reporting tables, conduct trend analysis, interpret results). <i>3days</i> • Compile draft LULUCF sector NIR chapter for GHG emission inventory section for the time series 1990-2019 (contributes to the preparation for the upcoming Sierra Leone's BTR1 & FNC chapters). <i>5days</i>
---	--------	---



- Apply a QA/QC plan and using IPCC 2006 software perform the key category analysis and perform uncertainty assessment. *2days*
- Provide hands-on training on the IPCC 2006 software and guideline (for key LULUCF sector GHG MRV experts).
- Conduct virtual validation workshop. *1day*

The Expert should provide the following deliverables:

- Review report for LULUCF sector GHG MRV in place (including gaps & constraints constraining, QC/QA plan, improvement plan).
- Data collection templates and elaboration systems improved/developed for LULUCF sector GHGI based on IPCC 2006 guidelines.
- A complete LULUCF sector GHGI and GHG Emission estimation report in place (based on UNFCCC CRT and IPCC 2006 guidelines).
- Draft LULUCF sector NIR chapter in place (inputs for BTR1 & FNC with constraint and gaps and MRV system improvement plan).
- Hands-on training on the implementation of IPCC guideline and software delivered for LULUCF sector Stakeholders, focusing on ensuring sustainability of data collection and GHGI
- A comprehensive end of report (including documentation of all necessary materials such activity sheets, emission factors, calculation methods, data source and selection process, assumptions, key challenges with recommendations etc)



6	IPPU	<p>Conduct the same tasks listed above, tailoring them to the Industries Process and Product Use sectors.</p> <p>IPPU</p> <p>The specific tasks to be carried are:</p> <ul style="list-style-type: none"> • Conduct review of the existing IPPU sector MRV systems (institutional arrangements, existing coordination & reporting mechanisms, GHGI compilation process including review of previous reports, templates & forms used for AD collection, review sources of data & alternative data sources, data gaps, propose mechanisms to overcome the gaps). <i>7days</i> • Identify data and information needed to estimate GHG emission for timeseries 1990-2022 for Tier 1 and aiming at switching to Tier 2 level data accuracy). <i>5days</i> • Improve or develop new data collection forms and elaboration process based on the IPCC 2006 guidelines for the IPPU sector and develop activity data collection methods. <i>4days</i> • Generate new activity data and update existing GHGI documentation as per IPCC 2006 guidelines and compile a complete GHGI compilation for IPPU sector. <i>4days</i> • Calculate GHG emissions following IPCC 2006 guidelines for the time series (prepare reports as per UNFCCC reporting tables, conduct trend analysis, interpret results). <i>3days</i> • Compile draft IPPU sector NIR chapter for GHG emission inventory section for the time series 1990-2019 (contributes to the preparation for the upcoming Sierra Leone's BTR1 & FNC chapters). <i>5days</i> • Apply a QA/QC plan and using IPCC 2006 software perform the key category analysis and perform uncertainty assessment. <i>2days</i> • Provide hands-on training on the IPCC 2006 software and guideline (for key IPPU sector GHG MRV experts). • Conduct virtual validation workshop. <i>1day</i> <p>The Expert should provide the following deliverables:</p> <ul style="list-style-type: none"> • Brief review report for IPPU sector GHG MRV in place (including gaps & constraints constraining, QC/QA plan, improvement plan). • Data collection templates and elaboration systems improved/developed for IPPU sector GHGI based on IPCC 2006 guidelines. • A complete IPPU sector GHGI and GHG Emission estimation report in place (based on



		<p>UNFCCC CRT and IPCC 2006 guidelines).</p> <ul style="list-style-type: none"> • Draft IPPU sector NIR chapter in place (inputs for BTR1 & FNC with constraint and gaps and MRV system improvement plan). • Hands-on training on the implementation of IPCC guideline and software delivered for IPPU sector Stakeholders, focusing on ensuring sustainability of data collection and GHGI <p>A comprehensive end of report (including documentation of all necessary materials such activity sheets, emission factors, calculation methods, data source and selection process, assumptions, key challenges with recommendations etc)</p>
7	Waste	<p>Conduct the same tasks listed above, tailoring them to the waste sectors.</p> <p>WASTE</p> <p>The specific tasks to be carried are:</p> <ul style="list-style-type: none"> • Conduct review of the existing WASTE sector MRV systems (institutional arrangements, existing coordination & reporting mechanisms, GHGI compilation process including review of previous reports, templates & forms used for AD collection, review sources of data & alternative data sources, data gaps, propose mechanisms to overcome the gaps). <i>7days</i> • Identify data and information needed to estimate GHG emission for timeseries 1990-2022 for Tier 1 and aiming at switching to Tier 2 level data accuracy). <i>5days</i> • Improve or develop new data collection forms and elaboration process based on the IPCC 2006 guidelines for the WASTE sector and develop activity data collection methods. <i>4days</i> • Generate new activity data and update existing GHGI documentation as per IPCC 2006 guidelines and compile a complete GHGI compilation for WASTE sector. <i>4days</i> • Calculate GHG emissions following IPCC 2006 guidelines for the time series (prepare reports as per UNFCCC reporting tables, conduct trend analysis, interpret results). <i>3days</i> • Compile draft WASTE sector NIR chapter for GHG emission inventory section for the time series 1990-2019 (contributes to the preparation for the upcoming Sierra Leone's BTR1 & FNC chapters). <i>5days</i> • Apply a QA/QC plan and using IPCC 2006 software perform the key category analysis and perform uncertainty assessment. <i>2days</i> • Provide hands-on training on the IPCC 2006 software and guideline (for key WASTE



sector GHG MRV experts).

- Conduct virtual validation workshop. *1day*

The Expert should provide the following deliverables:

- Brief review report for WASTE sector GHG MRV in place (including gaps & constraints constraining, QC/QA plan, improvement plan).
- Data collection templates and elaboration systems improved/developed for WASTE sector GHGI based on IPCC 2006 guidelines.
- A complete WASTE sector GHGI and GHG Emission estimation report in place (based on UNFCCC CRT and IPCC 2006 guidelines).
- Draft WASTE sector NIR chapter in place (inputs for BTR1 & FNC with constraint and gaps and MRV system improvement plan).
- Hands-on training on the implementation of IPCC guideline and software delivered for WASTE sector Stakeholders, focusing on ensuring sustainability of data collection and GHGI
- A comprehensive end of report (including documentation of all necessary materials such activity sheets, emission factors, calculation methods, data source and selection process, assumptions, key challenges with recommendations etc)

The consulting firm or institution should have experience in climate change-related research and studies. The consultancy will be undertaken by a Team Leader, sectoral experts (6) as Key experts, and technical assistants as non-key experts.

S.N.	Resource Person	Qualification and Experience	Qty	Working Days (per expert)
1	Team Leader	Minimum master's degree (or higher) in Environmental Science/Natural Resource Management/Agriculture/Forestry and or given thematic sector and climate change relevant fields. (Preference shall be given to the higher degree in the relevant subject) At least 10 years of experience in climate-related sectors with at least 2 activities in GHG inventory	1	150
2	Firm Thematic Experts	Minimum master's degree (or higher) in Environmental Science/Natural Resource Management/Agriculture/Forestry and or given thematic sector and climate change relevant fields. (Preference shall be given to the higher degree in the relevant subject) Should have at least 5 years of experience in GHG inventory and climate change in the corresponding thematic sector.	5 not	
3	National Experts supporting thematic Experts	At least a diploma or Intermediate level of study in related Thematic areas.	10	30 days two experts per sector
Note: The project duration converted in the months and workdays are calculated as 25 days per month.				

NOTE: The experience will be considered after the minimum qualification required.

8. COMPETENCIES

The consultant/s, consulting firm, or institution should have the following competencies and

experts:

- i) Excellent working relationship with government and other organizations, and ability to collect and analyse data and information.
- ii) Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to GHG inventory in general, and familiarity with National Communication-related activities in particular.
- iii) Familiarity with the Biennial Update report, BUR Guidelines, the Biennial Transparency Report, BTR Guidelines, National communication reports, UNFCCC transparency framework, 2006 IPCC GHG inventory guidelines, including the 2019 modification, and government priority programs.
- iv) Ability to prepare publications, reports, and presentations.
- v) Ability to focus on results and respond positively to feedback.

How to apply

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Cover letter
- Personal CVs, indicating education background/professional qualifications, all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs (including professional fee, and specified other costs if applicable, but excluding travel costs and DSA).

Note:

- The information in the breakdown of the offered lump sum amount provided by the offer or will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to the Agency.

Selection criteria

No	Criteria	Points
1	Minimum master's degree (or higher) in Environmental Science, Climate Change policy, compilation of GHG inventories, use of GHG tool e.g., IPCC software Use of IPCC 2006 GHG inventory Guidelines \2019 Refinement for the given thematic sector i.e., Energy , IPPU, AFOLU and Waste sectors and climate change relevant fields. (Preference shall be given to the higher degree in the relevant subject)	5
2	Research experience in climate change policies and understanding of the IPCC GHG inventory methods , for IPCC sectors Energy , IPPU, AFOLU and Waste sectors .Attach summary of articles or provide links)	15
3	Understanding the technical skills related to GHG inventory compilation for the i Energy, IPPU, AFOLU and Waste sectors using the IPCC 2006 Guidelines and IPCC software tool\ other GHG tools	15
4	A good command of English and, experience in preparing technical reports on environment and climate change (proof of 3 reports produced and used as a reference by a national or international organization)	15
5	Strong knowledge of or experience with bilateral and/or multilateral negotiations; and ability and interest in keeping abreast of new developments related to the UNFCCC negotiations and Climate Change Adaptation and mitigation.	15
6	Work plan	5
7	Financial proposal	30
TOTAL		100

Submission criteria

The consultant will submit a technical proposal including the methodology and work plan as well as relevant evidence of the required qualifications and experience;

Submissions must be made to the following address or by email to kamara.isatu2000@gmail.com/isatu.kamara@epa.gov.sl and copied to massaquoiabubakar@gmail.com no later than